HUMAN, SOCIAL AND HEALTH SERVICES
ASSOCIATE OF APPLIED SCIENCE DEGREE
920 Clock Hours - 91.0 Quarter Credits

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<td>HUM101</td>
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<td>HUM105</td>
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<td>GEN107</td>
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**PROGRAM COST:**
The total package charge for tuition and books for the program is $20,250.

**Transferability of Credit:**
Transferability of credits to other institutions is at the discretion of the receiving institution. Ross College makes no guarantees of transferability of its credits to another institution.

**ADMISSIONS REQUIREMENTS:**
Students entering Ross College must have graduated from high school, secured a GED, or completed homeschooling at the secondary level.

Students must be at least 18 years of age at the time they complete the program in which they are enrolled.

Students must meet one of the following requirements for admission:
- The applicant must demonstrate successful completion (minimum grade of “C” or better) of post-secondary educational credit equivalent to six (6) quarter credit hours as evidenced by official transcript(s), or
- The applicant will satisfactorily complete an evaluation that measures a student’s readiness for succeeding in an online learning program. The evaluation used is the SmarterMeasure Learning Readiness Indicator. The SmarterMeasure Learning Readiness Indicator includes four major assessment components that measure reading recall, technical competency, technical knowledge, and personal attributes. A score of 55 is required in each of the four major assessment components in this readiness indicator for acceptance.

Students must complete the online program orientation. Students will not be considered program enrollees until they successfully complete the program orientation.
Determination for admission is made by the Director of Online Education after candidates are screened and evaluated to determine their academic capabilities and career potentials.

**OPERATING SYSTEM REQUIREMENTS:**

**Microsoft Windows 2000/XP/2003/2008**
Intel Pentium 3 class CPU or better, or equivalent AMD CPU
32 MB available RAM
20 MB available disk space

**Microsoft Windows Vista**
Windows Vista capable system
32 MB available RAM
20 MB available disk space

**Mac OS X**
G3 CPU or better
Mac OS X (Intel), 10.2.8, 10.3.4 - 10.3.9, 10.4.9 or 10.5.4
50 MB available RAM
20 MB free disk space

**Linux**
Intel Pentium 3 class CPU or better, or equivalent AMD CPU
32 MB available RAM
10 MB available disk space
A mainstream Linux distribution with:
Qt library version 3.3.3 or greater.
X11 library version 6.2 or greater
libc version 6

**ONLINE LEARNING ENVIRONMENT REQUIREMENTS:**

Internet access with a 28.8K modem or faster. (A minimum 56k modem is recommended to download components such as audio files.)
Ability to accept browser cookies.
JavaScript enabled on your Web browser.
Latest version of Adobe Flash Player
Latest version of Adobe Reader
Set your browser to refresh at every page.
Not be behind a firewall that blocks cookies or blocks access to a secure server.
All pop-up blockers turned off.
Have speakers connected to your computer and turned on.

**PROGRAM OBJECTIVE:**

**PROGRAM LENGTH:** The total program length of the Human, Social, and Health Services Associate of Applied Science Degree is 75 weeks, excluding holidays.

**PROGRAM OBJECTIVES:**
During the Human, Social, and Health Services Associate of Applied Science degree program, students will be taught:

- An overview of the community health services offered by state and local government agencies
- The importance of educating patients and co-workers on the essentials of workplace safety
- A foundational knowledge of health assessment in medical practices servicing the general public
- Best practices for supervision and management of community health care settings
- Fundamental knowledge of computer hardware and software utilized in a medical or public services environment
- Foundational knowledge of childhood health, safety, and nutrition and a basic understanding of the juvenile justice system
- The challenges of adulthood and how to assist those in need through knowledge of lifespan development, adult health care, personal finance, and death and grieving
• Basic understanding of the psychology of human behavior as it relates to services provided in community health care services such as substance abuse, victims of violent crimes, and domestic abuse
• Appreciation for studies of the arts, sciences and humanities for development of a more learned professional as manifest in communication and behavior
• Critical thinking applied to approach in performing all duties and responsibilities of their role

JOB OBJECTIVE: Upon completion of the program, the student should be prepared to seek employment work in such healthcare settings as community health providers, hospitals, small and large multi-physician practices, outpatient care centers, managed care organizations, state and local community, public and home health agencies work in positions such as: Office Manager, Health and Social Service Coordinator or Administrator, Health Services Program Manager, Case Manager, Patient Representative, Patient Advocate, Admissions Coordinator or Administrator, Patient Access Specialist, and Service Coordinator.

PROGRAM DELIVERY: The Human, Social, and Health Services Associate of Applied Science degree program is delivery in its entirety online (through distance education). Residential delivery is not offered.

COURSE DESCRIPTIONS:

HS103 Administrative Duties and Medical Office Management
40 Hours - 4.0 Credits
Prerequisite: None
This course explores the skills and knowledge required to perform administrative tasks in the administrative department of a medical office. Topics include, but are not limited to, receiving patients, scheduling appointments, patient triage, handling medical records, and assisting with medical insurance claims. Students are expected to demonstrate an understanding of the types of written communication used and produce clear written communication; prepare plans for the medical office facility, office layout, office equipment and supplies; identify the types of computers and systems used in the healthcare field; employ basic security procedures for the medical office computer systems; describe the functions involved with patient reception.

HUM101 Community Health Services
40 Hours - 4.0 Credits
Prerequisite: None
This course focuses on the role of the medical office professional within the community and looks at the expectations placed on the community health and public health nurse. This course looks at trends in healthcare as well as health challenges that face the population. Topics include the role of the medical facility in disasters, financing healthcare, healthcare around the world, helping families with multiple problems, and community assessment.

HUM102 Childhood Health and Safety
40 Hours - 4.0 Credits
Prerequisite: None
This course provides an overview of wellness concepts that prepare healthcare professionals to implement healthful practices and teach young children ways to contribute to their own wellness. Students are expected to understand the diverse populations of young children in public services settings, family child care, child care centers, preschools, elementary school settings.

HUM103 The Juvenile Justice System
40 Hours - 4.0 Credits
Prerequisite: None
Juvenile Justice provides an overview of the American juvenile justice system and practice. This course examines the juvenile offender, causes of juvenile crime, the juvenile court system, and juveniles in the adult court system. Emphasis is placed on institutionalization, rehabilitation, the treatment of juveniles, and the future of juvenile justice in America. Students are expected to: define terms related to juvenile justice; analyze the impact history has had in juvenile justice; describe the various theories related to juvenile justice; describe juvenile victims and the measurement of juvenile crime; analyze the effectiveness of juvenile probation and community-based programs; appraise the treatment of juvenile offenders; and investigate international juvenile justice.
HUM104 Substance Abuse
40 Hours - 4.0 Credits
Prerequisite: None
This course is designed to help students examine illicit drug use, abuse, and addiction in the United States from the medical and sociological perspectives. The course provides students with background information for understanding the current state of illicit drug use and the prevalence of drug abuse. In addition, students examine the different types of drugs abused by the public, the criminal connection to illicit drugs, and the application of laws and therapies to curb illicit use.

HUM105 Victimology
40 Hours - 4.0 Credits
Prerequisite: None
Victimology examines the causes of victimization and the theories associated with violent victimization. This course analyzes the offender-victim relationship and presents ideas on preventing violence and responding to victimization. Students are expect to: define terms related to violence and victimization; trace the development of theories of victimization; differentiate between types of violence; explore offender-victim relationships; analyze injustices that may occur in the criminal justice system; examine motives for terrorism; assess laws to combat terrorism; and appraise ways of responding to criminal victimization.

HUM106 Adult Health Care
40 Hours - 4.0 Credits
Prerequisite: None
This course is designed to give students an overview of the major health challenges that face adults and the medical office's role in assisting patients to overcome these challenges. This course serves as a foundation of knowledge on all body systems. Topics include cardiovascular disorders, gastrointestinal disorders, urinary disorders, skin disorders, and musculoskeletal disorders.

HUM107 Personal Finance
40 Hours - 4.0 Credits
Prerequisite: None
This course will equip students to understand, plan, and manage financial affairs. The course focuses on the development of practical methods of organizing personal financial information, interpreting personal financial position and cash flow, developing achievable and worthwhile goals, and implementing actionable plans and risk management techniques to meet those goals. Specific topics to be covered include money management, insurance, and investing.

HUM108 Introduction to Religion
40 Hours - 4.0 Credits
Prerequisite: None
This course provides students with a comprehensive overview of cultural religious phenomena in a global world. Commonalities and differences among religious traditions and contexts are analyzed, and various religious traditions and points of view are compared and contrasted. Philosophical formulations, sacred writings, religious experiences, ethics, rituals, and art are also discussed.

MA201 Computer Fundamentals
45 Hours - 4.0 Credits
Prerequisite: None
Computer Fundamentals provides students with a foundation in the skills and knowledge needed for today's technology-based careers. Students learn the components of systems—from the CPU and memory to input devices and peripherals—and how these components interact with an operating system to perform critical tasks. They develop a basic understanding of what can go wrong and how to recover. Learners also explore how computers connect to the Internet, what services can be found online, how they can be used, and what dangers exist in the form of viruses, Trojans, and other malware. Students prepare to work with different types of applications, including spreadsheets, word processors, presentation creation tools, and more.

MA205C Health Assessment
45 Hours - 4.0 Credits
Prerequisite: None
This course provides the student with a basic understanding of patient and healthcare recordkeeping, different types of data, data sources, use and users of data, and concepts involved in medical law and ethics and their relationship to working with patient data.
MBAS105 Medical Law and Ethics
40 Hours - 4.0 Credits
Prerequisite: None
This course begins with an examination of why it is important that healthcare practitioners understand medical law and ethics. The course then covers the basics—civil and criminal law, lawsuits and malpractice, negligence, and contracts. Other topics include patient confidentiality, employer/employee issues, the structure of medical practices, the role of the physician in death and dying issues, bioethical issues, and the impact of the Health Insurance Portability and Accountability Act (HIPAA) on medical practices.

MOFC102 Patient Education and Workplace Safety
40 Hours - 4.0 Credits
Prerequisite: None
This course covers the skills and knowledge that are required by the health services professional in order to provide patient education as well as learn to follow safety measures in the medical office environment.

GEN101 Introduction to Communication
45 Hours - 4.5 Credits
Prerequisite: None
This course introduces students to the theories and principles of speech communication from a wide range of perspectives. The evolution of communication theory is examined and foundational principles, such as the communication process, perception, verbal/nonverbal communication, and listening, are introduced. These principles are then applied to communication in interpersonal, small group, public, and organizational contexts. The dynamics of relationships, intercultural and gender communication issues, and conflict and negotiation are also explored, along with ethical issues inherent in the communication process. Discussions of current viewpoints related to interviewing, mass media, and new technologies present a contemporary view of the communication process.

GEN102 Introduction to Nutrition
40 Hours - 4.0 Credits
Prerequisite: None
This course is designed to provide students with an overview of the relationship between nutrition and the functions of each system in the body. The components of a healthy diet and the physiology of the digestive system are examined. The importance of carbohydrates, lipids, proteins, vitamins, water, and minerals are explored. Nutrition needs throughout the human development life cycle are described. Other topics include fitness and weight control, food safety, and eating disorders.

GEN103 Introduction to Psychology
45 Hours - 4.5 Credits
Prerequisite: None
This course provides a general survey of psychology, including the relationship between biology and behavior, such as how stress impacts personal health. Other topics introduced in the course include intelligence and reasoning, personality, gender and sex, memory, ethics, and research methods.

GEN104 Introduction to Sociology
45 Hours - 4.5 Credits
Prerequisite: None
This course provides a broad overview of sociology and how it applies to everyday life. Major theoretical perspectives and concepts are presented, including sociological imagination, culture, deviance, inequality, social change, and social structure. Students also explore the influence of social class and social institutions such as religion, education, healthcare, government, economy, and environment. The family as a social structure is also examined.

PDC106 Professional Career Development
40 Hours - 4.0 Credits
Prerequisite: None
A comprehensive course to help students develop confidence and independent job-seeking skills. Includes preparation of resume and cover letter, interviewing techniques, job search and follow-up, and discussion of employer-employee relations. Covers the responsibilities of health care providers and the need for effective communication in a medical office. Cultural and ethnic sensitivity issues are also addressed.
GEN107 Business Math
40 Hours - 4.0 Credits  
Prerequisite: None  
This course applies math fundamentals to business applications. Topics include a basic math review, business statistics, profit calculations, payroll, banking, interest calculations, insurance, taxes, and other business topics.

GEN112 Supervision
40 Hours - 4.0 Credits  
Prerequisite: None  
This course teaches students about the roles and responsibilities of supervisors. The course focus builds from a foundation of fundamental through a pyramid of understanding the scope of responsibilities for first-line supervisors through the chairman of the board in private, service, and public organizations.

GEN200 Critical Thinking
45 Hours - 4.5 Credits  
Prerequisite: None  
This course offers a comprehensive introduction to critical thinking. Students gain knowledge of deductive and inductive arguments, evaluate the strength of premises, and analyze arguments. The role of language in critical thinking is emphasized. Other topics include categorical statements and syllogisms, compound statements and syllogisms, fallacies of relevance, and fallacies of insufficient evidence. Students explore the basics of critical thinking in research and discover how to construct and write arguments. The course concludes with practical advice on how to be a critical consumer of media messages, in addition to identifying pseudoscientific claims.

GEN201 Lifespan Development
45 Hours - 4.5 Credits  
Prerequisite: None  
This course provides students with a lifespan perspective of human development, including physical, cognitive, and psychosocial changes. The stages of development are discussed, and factors influencing development are examined. This course also explores death, dying, and bereavement, in addition to some of the controversial issues surrounding this last stage of life.